samegoal

IEP Service Fidelity Report

The **IEP Service Fidelity Report**, located under **Reports** > **Special Education** > **Administration**, provides detailed information for every valid service recorded in the Individualized Education Program, IEP Service Log, IEP Related Service Log, or IEP Instructional Service Log. The report retrieves the total allowable minutes from the IEP; however, for students without services listed in their IEP, it calculates them from the log documents. All other statistics, including the total number of minutes provided, are derived from the log documents to help track service fidelity.

Fields and definitions

- **Service**: This can be Audiology, Counseling, OT, PT, or Speech.
- **Service Start Date**: This will be the start date of the related service or speech therapy.
- **Service End Date**: This will be the end date of the related service or speech therapy.
- **Maximum Allowable Minutes**: This is calculated using a specific algorithm.
- **Minutes Provided**: Total sum of minutes provided across the log entries.
- **Minutes Not Provided - Student Absence**: Total sum of minutes not provided due to the 'Student absent' Do Not Bill reason.
- **Minutes Not Provided - Provider Absence**: Total sum of minutes not provided due to the 'Provider absent' Do Not Bill reason.
- **Minutes Not Provided - Student Refused Service**: Total sum of minutes not provided due to the 'Student refused service' Do Not Bill reason.
- **Minutes Not Provided - Holidays/Days Off**: Total sum of minutes not provided due to the 'Holidays/Day Off' Do Not Bill reason.
- **Minutes Not Provided - Other**: Total sum of minutes not provided due to the 'Other' Do Not Bill reason.
- **Total Minutes Accounted For**: This is equal to **Minutes Provided** + **Minutes Not Provided** due to all the reasons above.
- **Total Minutes Not Accounted For**: This is equal to **Maximum Allowable Minutes** - **Total Minutes Accounted For**.

- **Total Allowable Minutes Remaining**: This is equal to **Maximum Allowable Minutes** - **Minutes Provided**.

Running the report

- While running this report, you may choose to include **Invalid** records. Records are considered invalid if they have an error. Potential errors include:
    - **Time must be in 12hr format: HH:MM AM/PM**: This is shown whenever there is a log entry with start or end time in an illegal format.
    - **End time must come after start time**: This is shown whenever there is a log entry with start time after end time.